

**REQUEST FOR QUALIFICATIONS**

**GENERAL CONTRACTOR /**  
**CONSTRUCTION MANAGER SERVICES**

**AMERICAN INDIAN HALL**  
**MONTANA STATE UNIVERSITY**  
Bozeman, Montana  
**AE No. 2018-02-03**  
**MSU PPA No. 17-0190**



Architecture & Engineering Division  
Department of Administration  
PO Box 200103  
Helena, MT 59620-0103  
&  
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**January 2019**

## **I. INTRODUCTION**

The State of Montana (Owner), is seeking qualified General Contractor / Construction Manager (GC/CM) firms to undertake preconstruction and possibly construction services for the American Indian Hall on the Montana State University campus.

The Owner intends to enter into a GC/CM Contract with the selected GC/CM firm that will include Preconstruction Services and identification of a GC/CM Fee and Fixed Costs for General Conditions Work, with provisions for adding Construction Services through acceptance of a Guaranteed Maximum Price (GMP) by Contract amendment. The GMP would include construction services through completion of the Project. Alternatively, the Owner may, at its sole discretion, choose not to continue the GC/CM Contract beyond the completion of preconstruction activities and solicit bids from qualified contractors for the construction of the Project.

The Owner will use the RFQ process to evaluate each of the Proposers' qualifications. A subsequent Request for Proposals (RFP) will be issued to all qualified Contractors who will then be required to submit detailed information regarding project-specific capabilities, experience, and costs. GC/CM selection will be determined from the Proposals submitted in response to the RFP document, interviews, and any other information sought by the Owner to assess a firm's ability to complete the project as required.

When selected, the GC/CM will function as part of a team composed of the Owner, Architect, LEED consultant, Commissioning Agent, and others as determined by the Owner.

This Request for Qualifications shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any or all responses received as a result of this RFQ.

This Procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the First Judicial District, City of Helena, Lewis & Clark County.

By offering to perform services under this Procurement, all Proposers agree to be bound by the laws of the State of Montana, including but not limited to applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

*The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.*

## II. PROJECT BACKGROUND AND DESCRIPTION

### Introduction

The American Indian Hall will be constructed on what is known as the “Hannon Lawn”.

The new building will be student-focused with additional classrooms; student area; offices for Native American Studies faculty, American Indian/Alaska Native Student Success staff and the Diversity and Inclusion Office staff; as well as collaboration and gathering spaces. The building includes a basement and two above grade levels. Total building square footage will be less than 25,000 square feet.

The landscaping will be integral to the building and messaging. Planned are native gardens, an outdoor classroom, front plaza/gathering space, and an interpretative learning trail.

The scheduled approach for the project is to begin with an Early Work Amendment for site utilities, followed by the core and shell package and then the interior finishes and landscaping.

The building will be designed and constructed to target the USGBC LEED Platinum v4 certification level. The contractor shall demonstrate how they have successfully integrated LEED principles into the building of more than one project.

There is a strong desire to integrate local American Indian symbolism into the building which will require creativity and the ability for the contractor and his subcontractors to approach the project with a high level of coordination and exceptional craftsmanship. The American Indian influence in the building construction will be exhibited using materials, finishes, design details and cultural artwork integration.

***Commencement of all construction activity of the American Indian Hall is fully dependent upon authorization to proceed from the University, Board or Regents, and the Montana State Legislature, which confirmation is expected in June 2019.***

The Owner expects the GC/CM will provide continual involvement through all phases of the project. Pre-construction services throughout design will be essential to providing a well-coordinated outcome for this phased project.

Total construction value is estimated to be approximately \$12 million (estimated GMP).

### Project Location and Site

The site is centrally located on campus at the east end of the Malone (“Centennial”) Mall. It is bordered by 6<sup>th</sup> Ave to the east, 7<sup>th</sup> Ave to the west, a parking/turnaround area to the south and Hannon Hall to the north.

## **Design Considerations**

This project was initiated in 2004 when the idea was first presented to President Geoff Gamble. The site was ceremonially blessed at this time and has been awaiting the funding to proceed. Private donations have made the \$20 million total project cost (design, construction and soft costs) feasible.

The selected GC/CM shall be able to coordinate and integrate the design and construction of a complex project. Experience working with multiple entities including the cultural liaison, artists, furniture suppliers, and other specialty designers is required.

For the design, the Owner has selected:

ThinkOne Architecture  
101 East Main Street, Studio One  
Bozeman, MT 59715  
(406) 586-7020

The Owner is ready to hire a GC/CM for pre-construction collaboration with the ownership and design team. The project is presently in the Schematic Design phase.

The following is the intended timeline for the project:

### **GC/CM Selection:**

Advertising dates:	January 13, 20, 27, 2019
Last Date for Questions:	January 23, 2019
Receipt of Qualifications:	2:00 p.m. on January 31, 2019
Review & Scoring by Committee:	Week of February 4, 2019
Issue RFP to Qualified Firms:	Week of February 11, 2019
Last Date for Questions:	February 19, 2019
Receive Proposals:	2:00 p.m. on February 28, 2019
Interviews:	Week of March 11, 2019
Selection:	Week of March 18, 2019

### **Design/Construction:**

Completion of SD set:	March 1, 2019
Completion of DD set:	May 2019
Completion of CD set (Site Utilities):	June 2019
Completion of CD set (Building Core and Shell):	August 2019
Completion of CD set (Finishes):	November 2019
GMP Established:	December 2019
Commence Construction:	August 2019
Construction Complete:	May 1, 2021
Commission & Move-In:	Summer 2021

### III. SCOPE OF PRE-CONSTRUCTION SERVICES

Subsequent to the RFQ selection and short-listing, each potential firm invited to respond to the RFP shall propose a **maximum** pre-construction services fee. Pre-construction services will be provided on a cost reimbursement basis up to a stated maximum. The specific scope of pre-construction services will be negotiated prior to signing the final GC/CM contract, based on the proposer's input as well as the owner's requirements. In general, services are anticipated to include the following:

#### 1. General goals

- Serve as a partner to the design team and provide preconstruction guidance
- Develop and update schedules, estimates, and action-plans at scheduled milestones
- Guide decisions regarding phasing of the project to optimize quality, schedule, and budget
- Strategically approach the subcontractor market with a focus on providing quality, schedule, and budget value to the owner
- Provide timely information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule

#### 2. Quality assurance

- Partner with design team to improve design through constructability reviews
- Provide design team with collaborative input on design decisions that impact construction quality
- Complete thorough visual and invasive investigations of existing conditions and strategically plan for challenges
- Complete reviews of adjacent occupied spaces and strategically plan for impacts
- Actively participate in a value engineering throughout the design process including value added items. Value engineering at the time of establishing EWAs and the GMP is unacceptable and does not meet the intent of this process.

#### 3. Scheduling and coordination

- Provide design team with collaborative input on design decisions that impact construction schedule
- Develop clear construction staging and impact maps, diagrams, schedules and plans accounting for the challenges of working in a building in the campus core.
- Develop clear communication of impacts and schedules to stake holders and building occupants
- Guide design team to make changes beneficial to smooth on-boarding of subcontractors
- Work with the Owner and design team on phasing, scheduling, and other strategies to complete construction of this scale of project **on or before** the agreed upon date

- Provide input to the Owner and the design team regarding long lead time materials and equipment, impact on the construction schedule and strategies for mitigating the impact
- Develop a preliminary construction schedule

4. Budgeting and estimating

- Provide design team with collaborative input on design decisions that impact construction budget
- Complete thorough and accurate line item cost estimating throughout pre-construction
- Provide input on current market climate and economic conditions
- Balance budget and schedule with needs of users
- Evaluate budget and makes suggestions for cost-saving changes or value enhancements

5. Bidding process

- Develop detailed and well-organized bid packages in coordination with design team
- Advertise, manage, and obtain bids per trade for Owner review
- Lead and manage bid package opening and tally results for review
- Manage any bid package amendments and communicate revisions to bidders
- If necessary, and upon execution of any Early Work Amendment prior to a GMP agreement, undertake early material procurement, site preparation, and/or advanced construction work
- Clearly define scope and bid packages to keep GC/CM allowances in the GMP to a minimum

6. LEED

- The project goal is to attain LEED v4 Platinum
- The GC/CM shall bring valuable trades to the team during both design and construction to further the LEED goal
- The GC/CM will be responsible for meeting the design standards and point values set forth during the construction phase

#### IV. SCOPE OF CONSTRUCTION SERVICES

The GMP may be requested **DURING** the Construction Documents phase rather than after GC/CM buy-out is completed. Initial legislative authority was received during the 59<sup>th</sup> Legislative Session for \$8 million. An additional \$12 million is being requested during the 66<sup>th</sup> Legislative Session. Construction activities may not be allowed to commence until additional funding and authorization is received from the 66<sup>th</sup> Legislative Session.

The established GMP will be the maximum amount paid for the construction, unless scope changes are requested and approved by the Owner. Acceptance of the GMP by contract will constitute completion of preconstruction services and that GMP Agreement/Amendment will initiate the construction period services for the Project.

At the time of execution of the GMP, the GC/CM will be required to submit a 100% performance and 100% payment bond for the amount of the GMP. The Owner retains the option to cancel the construction phase services, or to start a new selection process for the construction of the Project, or terminate the contract and negotiate a replacement contract with the next highest rated Proposer from this solicitation, or to conclude the GC/CM's services at pre-construction and issue the Project on a lowest, responsible bidder method.

The State of Montana Wage Rates incorporated in this RFQ are provided for informational purposes only. The selected GC/CM will be required to comply (as a minimum allowable rate schedule) with those Rates adopted and effective at the time of signing the GMP Agreement/Amendment. All reporting, documentation, etc. shall remain as per the State requirements. This project is subject to all State requirements as outlined in the Montana Code Annotated (MCA) and Montana University System Board of Regents Policies.

## **V. SELECTION PROCEDURE / STATEMENT OF QUALIFICATIONS REQUIREMENTS**

This RFQ is the first of a multi-part selection process. In order to qualify for further consideration, Proposers must comply with the mandatory requirements provided below. Statements of Qualifications that do not contain the required documentation will be deemed nonresponsive to this RFQ requirement and will be rejected on that basis. The Request for Proposals (RFP) will be issued to all qualified Contractors who will then be required to submit detailed information regarding project-specific capabilities, experience, and costs.

The Owner's selection committee will consist of representatives from the State A&E Division, MSU, and ThinkOne Architecture. The selection committee will evaluate each of the firms based on the overall merit of the written qualifications in accordance with the criteria listed below.

Non-prerequisite criteria will be rated on a scale of 0 through 5 (5 being highest rating) by the selection committee and weighted in accordance with the importance of each item. Ratings will be determined by consensus scoring of the selection team as recommended in "Best Practices for Use of Best Value Selections," a joint publication of the National Association of State Facilities Administrators (NASFA) and the Associated General Contractors of America (AGC).

**Firms must receive a minimum of a "3" rating in # 5, #6 and #7 below, and a minimum weighted total of 45 to be considered qualified.**

Category	Rating:	Weight:	Total Possible Score:
1. Signature of Officer or Principal	----	----	Prerequisite
2. Bonding Capacity	----	----	Prerequisite
3. Safety	----	----	Prerequisite
4. MT Construction Contractor Registration	----	----	Prerequisite
5. LEED Experience	0-5	5	25
6. GC/CM Firm Information	0-5	5	25
7. Specific Project Experience Information	0-5	5	25

8. Business Entities Other Than Corporations	----	----	Per 1 through 7 above
TOTAL:			75

*CAUTION: Firms shall NOT propose either verbally or in writing any form of donations, contributions, gifts, assistance, or offsets to the project or the University or that could have the appearance of such. Doing so may result in disqualification.*

NOTE: If submitting as an entity other than an incorporated firm (e.g. partnership or joint-venture) or other arrangement (e.g. a contractual teaming relationship), provide ALL the below information for the individual members of the entity or arrangement AND for the entity or arrangement.

Proposers must meet certain minimum Qualification Conditions in order to be eligible to submit a Proposal. The Owner has identified the following Qualification Conditions:

1. Statement of Qualifications must be signed by an officer or principal of your firm.  
**(PREREQUISITE)**
2. Bonding Capacity (PREREQUISITE)
  - a) It is required that proposing firm have the bonding capacity for this project. Proposer must have a single-project bonding capacity of \$15 million at the time of the RFP. Provide single-project and aggregate bonding program amount. Please note that bonding capacity is a requirement and if not met, the proposer will not be selected to move forward in the process.
  - b) In addition to bonding capacity of \$15 million, please provide:
    - i. Bonding company and agent, with phone and email contact information;
    - ii. Years of relationship;
    - iii. If less than 5 years, or not your exclusive source, name all others used in the last 5 years; and,
    - iv. If less than 5 years, or not your exclusive source, provide additional explanation regarding any transitions or changes.
3. Safety (PREREQUISITE)
  - a) Provide incidence rate, experience modification rate, AND loss ratio. An incidence rate greater than the latest average for non-residential building construction for Montana as established by the federal Bureau of Labor Statistics (BLS) for the prior year or an experience modification rating (EMR) greater than 1.0 or a loss ratio of more than 100% may result in immediate disqualification on this item.
  - b) Provide your firm's number of employees for BLS's most recent reporting period and the firm's applicable NAICS code.
  - c) Proposer may submit an explanation for incident rate, EMR, and/or loss ratio greater than those listed here for further consideration by the Owner. The Owner reserves the sole right to waive the pass/fail requirement if, in the Owner's sole judgment, sufficient justification exists for any explanation provided. The Owner also reserves the right to request additional information and/or clarification on this item but is not

obligated to do so prior to making its determination on whether or not to waive the requirement.

4. Include evidence of valid Montana Contractor Registration. **(PREREQUISITE)**
5. Firms should submit responses to this RFQ with a list of all Gold and Platinum certified projects in USGBC LEED v3 and v4, including total dollar value, square footage and type of facility.
6. General Contractor / Construction Manager Firm Information:
  - a) Describe your firm's GC/CM approach specific to pre-construction services, Project estimates, Project schedules, Bid Packages, and balancing value and budget to make cost-saving changes or value enhancements.
  - b) List other projects, both private and public, that will be concurrent with the schedule stated in this RFQ for this project.
  - c) Along with current backlog in dollars, provide workload in terms of total contract values or annual business volume for the last 3 years. Potential future workload coincident to this project's schedule is also requested.
  - d) What three lessons learned from previous MSU projects, or other relevant projects, would you plan to apply to this project?
7. Specific Project Experience Information:
  - a) List 3 specific project examples demonstrating experience and capacity to act as a GC/CM on:
    - i. New structures with significant components and character- or cultural-defining features.
    - ii. Multifaceted projects greater than or equal to \$15 million construction value.
    - iii. University or College projects with limited site boundary conditions.
    - iv. Similar projects requiring strategies to successfully complete construction within the anticipated timeline.
  - b) Identify your firm's strengths, in both pre-construction and construction.
  - c) In the last ten years, have you (if you answer "yes", provide full explanation):
    - i. Had an Owner claim against Performance Bond?
    - ii. Been declared in default and/or terminated on a project?
    - iii. Assessed liquidated damages for delay in delivery of project?
    - iv. Taken legal action, filed liens, or dispute resolution proceedings of any kind against an Owner for anything other than non-payment for accepted work?
8. Business Entities Other than Corporations
  - a) If submitting as a Partnerships/Joint-Venture, please contact the State A&E Division for additional information and specific requirements.

## VI. SUBMITTAL OF INFORMATION

Two (2) copies of the written response and one electronic PDF copy to this RFQ must be **received** at:

Architecture & Engineering Division, State of Montana  
P.O. Box 200103; 1520 East 6<sup>th</sup> Avenue  
Helena, MT 59620-0103  
[rwarfle@mt.gov](mailto:rwarfle@mt.gov) or DOAAEDivision@mt.gov

**By January 31, 2019 by 2:00pm MDT**

Electronic PDF copy may be emailed prior to the closing time to [DOAAEDivision@mt.gov](mailto:DOAAEDivision@mt.gov), [rwarfle@mt.gov](mailto:rwarfle@mt.gov), or sent ftp to [rwarfle@mt.gov](mailto:rwarfle@mt.gov) by use of the State's e-Pass file transfer service, <https://app.mt.gov/epass/Authn/selectIDP.html> (a free account will need to be created for use of e-Pass)

**e-Pass MUST be used for files larger than 10MB**

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ MUST BE ADDRESSED **IN WRITING** (email is acceptable) BY JANUARY 23, 2019, TO:

Bob Warfle-P.E., Engineering Manager  
(406) 444-0771; fax (406) 444-3399  
[rwarfle@mt.gov](mailto:rwarfle@mt.gov) or [DOAAEDivision@mt.gov](mailto:DOAAEDivision@mt.gov)

## VII. INSTRUCTIONS TO PROPOSERS

Statements of Qualification must:

1. Follow the format outlined in the Selection Procedure above.
2. Be **SIGNED** by an officer or principal of your firm.
3. Be contained in a document not to exceed 18 sheets total (printed single or double-sided pages) including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A transmittal letter, section dividers, and cover/backing sheets, are exempted from the page limit. Page size limit is 8-1/2 x 11 inches, with basic text information no smaller than 10-point font.

### CLAIMS FOR TRADE SECRET AND/OR CONFIDENTIALITY:

Public agencies in Montana are required by Montana law to permit the public to examine documents that are kept or maintained by public agencies, other than those legitimately meeting the provisions of Montana's Uniform Trade Secrets Act, Mont. Code Ann. §§ 30-14-401, et seq., and that the State is required to review claims of trade-secret confidentiality.

Information separated out under this process will be available for review only by the procurement officer, the evaluator/evaluation committee members, and limited other designees. Offerors shall pay all of its legal costs and related fees and expenses associated with

defending a claim for confidentiality should another party submit a "right to know" (open records) request.

For a claim of confidentiality to be considered by a public agency, all trade secret confidentiality information must be segregated and be accompanied by the Trade Secret Confidentiality Affidavit available <http://vendorresources.mt.gov/VendorForms>. This affidavit must be fully completed and submitted to the State along with the RFQ/RFP, and the following conditions must be met:

- a) Confidential information (including any provided in electronic media) to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the qualifications or proposal;
- b) The qualification or proposal may not contain trade secret matter or confidential information related to the cost or price; and,
- c) A full explanation of the validity of this trade secret claim attached to the affidavit.

#### **VIII. ATTACHMENTS**

The following exhibits are incorporated in this RFQ:

Attachment A: Montana Prevailing Wage Rates for Building Construction 2019 (available at <http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates>).

Attachment B: American Indian Hall – Prelim Schematic Drawings dated January 10, 2019.  
Available from ThinkOne Architecture.

**END OF RFQ**